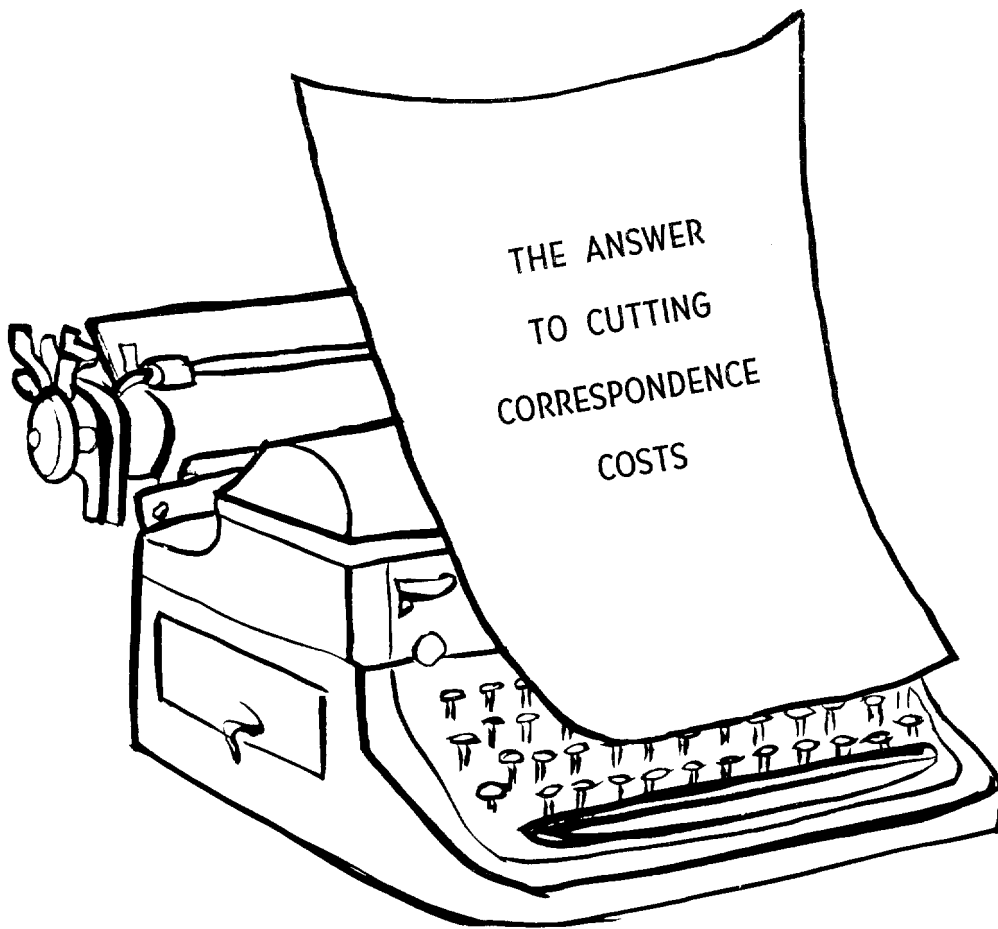
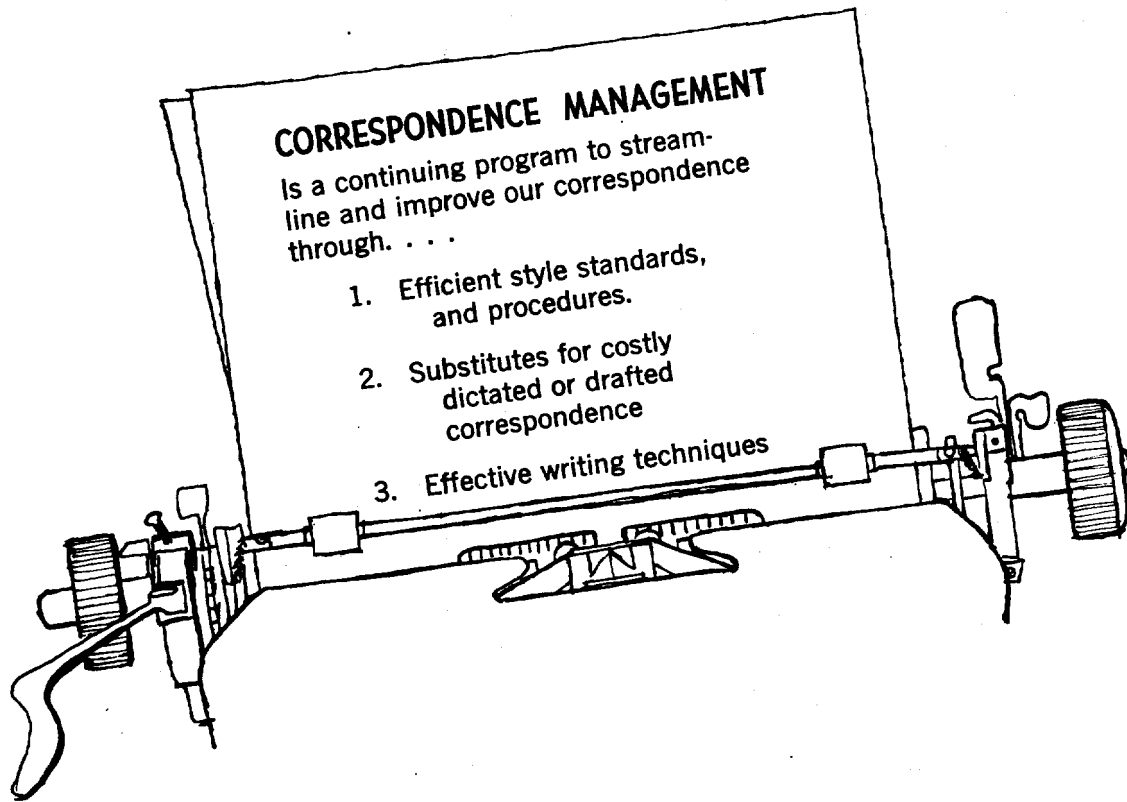


# CORRESPONDENCE MANAGEMENT



MANAGEMENT STAFF  
RECORDS MANAGEMENT DIVISION  
NOVEMBER 1954



**THE RESULTS...**

- ▶ BETTER correspondence prepared by speedier, simpler, and more economical means.
- ▶ LESS correspondence to manage, dispose of, and store.

CORRESPONDENCE MANAGEMENT IS A PREVENTIVE AND CORRECTIVE TOOL TO BE APPLIED AT ONE OF THE MAIN ROOTS OF OUR RECORDS CREATION PROBLEM. THUS IT IS A VITAL PART OF THE AGENCY'S RECORDS MANAGEMENT PROGRAM.

## HOW DOES CORRESPONDENCE MANAGEMENT MEET THE RECORDS CREATION PROBLEM?

The written word is expensive! Drafted or dictated correspondence costs from \$1.50 to \$2.00 per page. A glance at your reading files (and some simple multiplication) will quickly tell you that a major cost is involved.

### BUT CORRESPONDENCE COSTS CAN BE CUT!

- ▶ Rewrites and retypes can be avoided.
- ▶ Routine dictated or drafted correspondence can be replaced by less expensive substitutes.
- ▶ The creation of nonessential copies can be prevented.

Here's how you can make correspondence management work for you.

#### 1. ADHERE TO AGENCY STYLE STANDARDS AND CORRESPONDENCE HANDLING PROCEDURES.

Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds work production. Faster training and increased utilization of personnel also result.

Agency correspondence standards provide this uniformity. They were adopted from many tested systems and a consideration of Agency-wide preferences and needs. These standards will be revised when necessary. You can help! Your suggestions for their improvement will always be welcome.

#### 2. STRIVE FOR A STREAMLINED EFFECTIVE WRITING STYLE. Here are a few tips.

##### USE...

- Short words--about 165 syllables to 100 words.
- Short sentences, averaging 17 to 23 words.
- Personal references whenever possible.
- The ACTIVE rather than the passive voice.
- A clear, concise, sinewy sentence structure.

##### AVOID USING...

- Annoying governmental jargon, trite phrases, and obsolete expressions.
- Flowery or 'high hat' language.
- Negative statements.
- The overworked preposition.

APPLY...

The four "S's"—Simplicity, Sincerity, Shortness, and Strength.

Concise, clear writing has a far reaching effect. Less time is needed to read and understand it. Misinterpretations are avoided; good relations are maintained. We can't all be literary masters. We can strive, however, to rid our writing of the more common barriers to effective communication.

3. USE FORM LETTERS (OR MEMOS) AND PATTERN CORRESPONDENCE WHENEVER POSSIBLE. They eliminate...

UNNECESSARY  
DICTATING



UNNECESSARY  
TYPING



UNNECESSARY  
REVIEWING



UNNECESSARY  
FILING

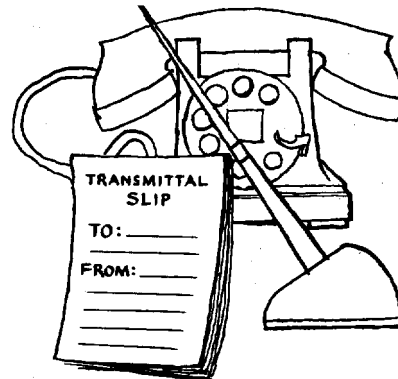


They speed up operations and simplify training by standardizing repetitive procedures.

4. USE A LESS EXPENSIVE SUBSTITUTE FOR TYPEWRITTEN CORRESPONDENCE WHENEVER POSSIBLE.

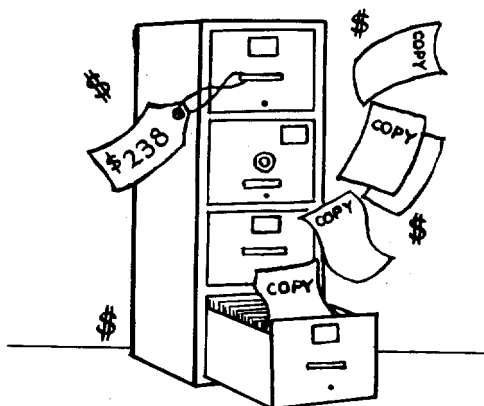
Is a typed memo always necessary? If not, dash off a note by hand on Standard Form No. 64 (the blue half sheet Office Memorandum) or on a transmittal slip.

How about those transmittal memos you've been using? Are they all necessary? Perhaps a hand-filled "buck slip" will do. Or better still, consider revising the format of the material being transmitted to provide spaces for "To," "From," and "Signature," and eliminate the transmittal correspondence entirely.



Does every instruction or decision have to be in writing? Let's handle more of our routine business by telephone, or personal contact if convenient.

5. BE SURE EVERY COPY IS NEEDED.



Copies are costly! They add to the volume of records the Agency must handle, store, and dispose of. They slow down typing operations. Often typing and proofreading time is doubled when that "one extra copy" makes two typings necessary. Put a price tag on each copy. Route a single one to several offices if time and circumstances permit.

**COUNT YOUR COPIES; MAKE YOUR COPIES COUNT!**

### HOW IS CORRESPONDENCE MANAGEMENT ADMINISTERED?

It is proposed that correspondence management be administered throughout the Agency on a decentralized basis—that is, through area programs serving specific components. The Reports and Correspondence Management Branch, Management Staff, will provide staff guidance in planning and conducting these area programs.

Let's briefly see how an area program is conducted.

#### STEP 1 - PLAN YOUR FACT FINDING

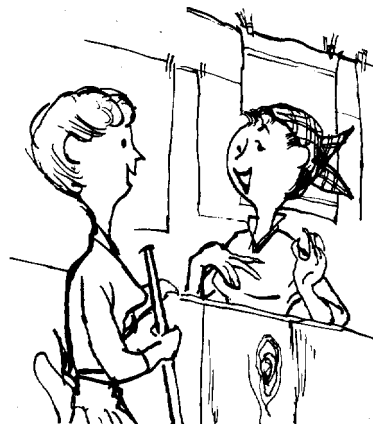
You'll need to get facts by several means. Consider these methods in your plans...

- ▶ An inventory of unanswered correspondence.
- ▶ Employee interviews.
- ▶ Observations of the flow and handling of correspondence.
- ▶ Analyses of sample correspondence. Two sources are generally available—reading files or extra copies collected over a sampling period.

## STEP 2 - GET ALL THE FACTS

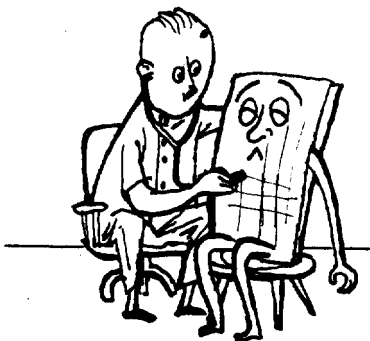
You'll want answers to the following questions about your correspondence...

How does it flow to and from your office? What is the average time lapse between its receipt and the release of a reply or acknowledgement? What percentage is dictated or drafted? How much is of such a repetitive nature that form or pattern correspondence could be used? Upon review, what percentage is returned for re-write or retype? To what extent is it below average in quality? How much could be replaced by informal notes or personal contact? Are unnecessary copies being prepared?



## STEP 3 - ANALYZE AND IMPROVE

Look for ways to remove these barriers to the flow and production of correspondence...



Nonessential control, review, and concurrences.

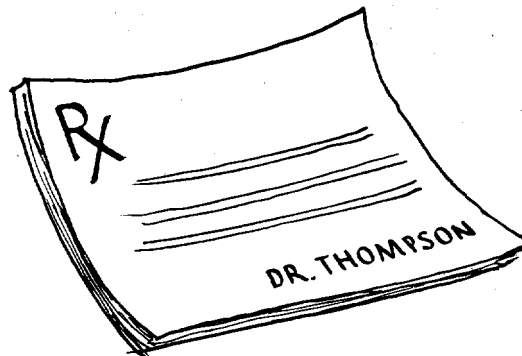
Undefined quality standards.

The preparation of nonessential copies.

Nonconformance with standard Agency styles and correspondence handling procedures.

Your analysis will also disclose how form letters (or memos), pattern correspondence, and other cost-cutting substitutes for dictated correspondence can be used. With standards furnished by the Management Staff you will be able to determine writing faults and how to correct them. Plans for a continuing correspondence management program should also be laid.

Correspondence management, like a prescription, contains several remedial ingredients. A Staff member will be pleased to discuss correspondence management with you and recommend a program to meet your needs. Call extension 3742.



# Data-Guide's PERMANENT ALL PLASTIC

Published and Mkt. by Data-Guide, Inc.  
40-07 149th Place, Flushing, N. Y.

# Writing Guide

Roger M. Jones, Columbia University

Editor: Joseph L. Lane  
Copyright 1956 by Data-Guide, Inc.  
World Copyright Reserved 1956

## DIVIDING WORDS

1. DIVIDE WORDS BETWEEN SYLLABLES ONLY.
2. WORDS OF ONE SYLLABLE must not be divided.  
*search searched*
3. WORDS OF FIVE OR FEWER LETTERS must not be divided even when more than one syllable. *idea*  
NOTE: One letter must not precede or follow a hyphen.  
*abroad*
4. A VOWEL FORMING A SEPARATE SYLLABLE must be written before the hyphen. *sepa-rate*
5. TWO ONE-VOWEL SYLLABLES that come together may be divided. *medi-ator fluctu-ation*
6. TWO-LETTER SYLLABLES must not be carried on to the following line. *likely taller*
7. TWO-LETTER PREFIXES may be separated from the root. *re-flect*
8. TWO-LETTER SYLLABLES THAT ARE NOT PREFIXES must not be separated from the rest of the word. *select*
9. DOUBLE CONSONANTS ENDING ROOT WORDS may be divided after the second consonant. *spell-ing*
10. DOUBLE CONSONANTS NOT ENDING ROOT WORDS may be divided between consonants. *per-mit-ted*
11. PREFIX OF THREE OR MORE LETTERS may be separated from the letters that follow. *trans-continental*
12. SUFFIX OF THREE OR MORE LETTERS may be separated from the preceding letters. *manage-able deduct-ible multi-tude* NOTE: Divide after an *a* or *i* that begins the suffix when it is sounded with the preceding syllable. *capa-ble intangi-ble*
13. DO NOT DIVIDE proper names, titles with proper names, abbreviations, contractions, and numbers.

## CAPITALIZING

1. CAPITALIZE THE FIRST WORD OF—
  - (a) Every sentence and groups of words used as a sentence. *Tomorrow is another day. No need to go.*  
Quotations
  - (b) A direct quotation. *Mr. Hayes replied, "Certainly I will do it," and then sat down.*  
Poetry
  - (c) Each line of poetry.  
*"Men must be taught as if you taught them not,  
And things unknown propos'd as things forgot."*  
—Pope  
Statements following colon
  - (d) A long formal statement following a colon. *My suggestion is this: We should appoint a five-member committee which will have the power to . . .*  
(See also PUNCTUATION GUIDE, III.)  
Listings
  - (e) Each part of a listing when complete sentences follow a formal introduction. *He offered three reasons for leaving New York: (1) He had been offered a better job. (2) He could earn a higher salary. (3) He liked the country.*  
Outlines
  - (f) Each separate item in an outline.  
Questions
  - (g) An independent question within a sentence. *These figures (Can you read them?) require close study.* NOTE: If the question is more closely connected to the main thought, use the dash and do not capitalize.  
*"She had  
A heart—how shall I say?—too soon made glad,"*  
—Browning  
Quoted thoughts
  - (h) A quoted thought (no quotation marks). *I reminded myself: This letter must be mailed today.*  
Complimentary close
  - (i) The complimentary close. *Very truly yours,*
2. CAPITALIZE THE FIRST WORD AND MAIN WORDS OF—
  - (a) The salutation. *Dear Mr. Smith:  
My dear Mr. Smith: Sir: Dear Doctor Smith:*  
Subtitles
  - (b) A subtitle. *"G. B. Shaw: His Plays"*  
Titles of works
  - (c) Titles of books, newspapers, magazines, musical pieces, pictures, etc. *"The Robe" "The Fifth Symphony"* NOTE: Capitalize a definite or an indefinite article only when it is the first word of the title. *He enjoys reading "The Saturday Review." This is an editorial from the New York "Times."*  
*"Resolved," "Whereas"*
3. Every letter in the words resolved and whereas when used formally and the first word of the statement or resolution. *RESOLVED: That on this day . . .*  
Abbreviations
4. Abbreviations of academic degrees, radio stations, telephone exchanges, divisions of government, etc. *B.A. WXKB ME 1-1111 FHA USN*  
Divisions in sequence
5. A noun or an abbreviation of a noun followed by a number indicating place, position, or major division in a sequence. *Act II Vol. III Room 42 Track 5 Table 3* NOTE: Do not capitalize minor subdivisions such as page, line, or paragraph. *see page 6, line 41*  
Abstract nouns
6. Abstract nouns when in formal writing they refer to ideals. *" . . . the knowledge of Good and Evil or moral Good and Evil which are not natural Good*

- and Bad or puritan Right and Wrong)."—Eliot*  
Substitute nouns
7. Common nouns or adjectives when they are used in place of, or in reference to, a specific person, place, or thing. *Traffic was heavy on the Bridge. (Golden Gate) Several new men joined the Company. (Data-Guide, Inc.)*  
Personified nouns
  8. Personified nouns. *"Where wasteful Time debath with Decay,"—Shakespeare  
The Red and Green won the game.*  
Derived names
  9. Names of particular persons, places, objects and adjectives derived from them. *George Washington Washingtonian Washington pie*  
Brand names
  10. Brand names and commercial products. *Jell-O*  
Geographical names
  11. Geographical names. *the Everglades  
the Pacific Ocean Red Sea Hudson Bay*  
Religious names
  12. Religious names. *God the Bible Genesis* NOTE: Capitalize the personal pronouns *He, His, Him, Thee, Thine, Thou* but not the relative pronouns *who, whose, whom, which, that.*  
Academic titles
  13. Academic degrees and departments, honors, fellowships, chairs, and officers. *Doctor of Philosophy  
the Bursar Department of English*  
Streets, buildings, etc.
  14. Avenues, streets, parks, squares, buildings, monuments, etc. *Fifth Avenue Gramercy Park  
Lincoln Memorial the R. C. A. Building*  
Countries, cities, etc.
  15. Countries, states, cities, etc., and their commonly known parts. *the United States of America  
Houston, Texas the Hub the Left Bank*  
Academic courses
  16. Courses of study in education but only the proper nouns or adjectives in the name of a subject. *Elementary Physics II He studied physics.*  
Basic European History American history  
Governmental divisions
  17. Courts, bureaus, agencies, boards, commissions, political divisions, etc. *Probate Court Welfare Bureau  
Board of Education Seventh Congressional District Ways and Means Committee*  
Days, holidays, etc.
  18. Days of the week, months, holidays, and special days and weeks. *the first Friday in May  
Mother's Day Fire Prevention Week Labor Day*  
Historical events, eras
  19. Historical events, eras, periods, etc. *Battle of the Bulge Victorian Era the Renaissance*  
Laws, documents
  20. Laws, documents, bills, etc. *Fulbright Act G. I. Bill of Rights Marshall Plan the Constitution*  
Armed forces
  21. Military services, their branches and divisions. *Marines Second Division Squadron A*  
Organizations
  22. Organizations and institutions (business, fraternal, social, educational, political, professional, religious, etc.). *Masons Conservative Party Writers Guild  
Boy Scouts Presbyterian*  
Peoples, languages
  23. Peoples, languages, races, tribes, and people identified with definite areas. *the Arabs South American  
Frenchman Mongoloid Cherokee Northerner*  
Compass points
  24. Points of the compass only when they refer to geographical sections, not directions. *I am going South this winter. the Far East  
France is south of England.*  
Seasons
  25. The seasons only when personified. *It happened last summer. Come, sweet Summer.*  
Titles of people
  26. Titles of position and honor when placed immediately before the proper name. *Mayor Smith Senator Johnson the Duke of Edinburgh Chairman of the Board J. P. Wright.* NOTE: Only academic titles and titles of high governmental officials following the proper name are capitalized. *John Field, Secretary of State T. I. Spaak, Professor of Latin (or: professor of Latin) J. P. Wright, chairman of the Board*  
Substitute titles
  27. Titles used in place of a specific person but not when used independently. *The Governor will speak tonight. The governor is elected for a term of two years. He asked Father for the car.* NOTE: Do not capitalize titles referring to specific persons when they are preceded by a possessive pronoun. *He asked my father for the car.*  
Descriptive titles
  28. Descriptive titles (epithets) with or without the proper name. *The Lone Star State  
William the Conqueror Old Hickory*  
Prefixes "vice-," "ex-," etc.
  29. The prefix *vice* when the title following begins with a capital letter. *Within the next week we shall know who will succeed Vice-President Robbins.* NOTE:

Do not capitalize *ex-, former, late, -elect* when used with titles. *Senator-elect Smith former President Truman*

The word "the"

30. The word *the* only when it is a definite part of the name or title. *The First National Bank the Great Lakes* NOTE: Do not capitalize articles, conjunctions, and short prepositions in titles and names. *A Trip to the Moon William of Orange*

"city," "state"

31. The words *city* and *state* only when they follow the name or are used in place of specific names. *Garden City the city of New York He is employed by the City. (Chicago)*

"government," "nation," etc.

32. The words *government, nation, administration, federal, union, commonwealth*, etc., only when they refer to a specific country or political group. *Her Majesty's Government The Administration will conduct the probe.* NOTE: *Fight for good government.*  
"school," "college," etc.

33. The words *school, university, academy, college*, etc., only when part of a title. *The School of Mines Lang College I attend college. Central High School He is to be graduated from high school.*

## WRITING POSSESSIVES

1. ABBREVIATIONS. Place 's (singular) or ' (plural) after the period. *Data-Guide, Inc.'s publications  
Stephen Bros.' annual sale*
2. APPPOSITION. Add the possessive to the noun in apposition only. *Here is Mr. Snow, the manager's office. We visited Mr. and Mrs. Hart, our employers' new home.*
3. COMPOUND NOUNS. Place the possessive at the end of the compound. *his son-in-law's work someone else's turn*
4. INANIMATE OBJECTS. Use an "of" phrase rather than a possessive. *the jacket of the book* (NOT: *the book's jacket*) NOTE: Use the possessive with several everyday references to time and measurement and with personifications. *a week's vacation their money's worth two years' experience for conscience' sake the semester's reading list*
5. GERUNDS (verbal nouns). Use the possessive form of a noun or pronoun before a gerund. *The time of the manager's leaving is indefinite.*
6. INDEFINITE PRONOUNS. Add the possessive to the end of an indefinite pronoun. *one's decision the others' decisions*
7. IMPLIED NOUNS. Use the possessive before an implied noun. *John's is the most interesting report.*
8. OWNERSHIP (Combined). Add the possessive to the end of two or more nouns indicating combined ownership. *Bob and Mary's log cabin  
Brooks, Carl & Norton's store*
9. OWNERSHIP (Separate, by two or more people). Add the possessive to each of the nouns.  
*the secretary's and the treasurer's reports*
10. PERSONAL PRONOUNS. Do not use the possessive mark with personal pronouns in the possessive case or with the possessive form of "who." *yours hers its ours theirs whose*
11. PROPER NOUNS. (a) Add 's to singular proper nouns not ending in *s*. *Mr. Brown's book* (b) To proper nouns of one syllable ending in *s*, add 's (*Mr. Ross's trip*) and to those of two or more syllables, just ' (*Mr. Nevins' hat the Williamses' party*).
12. SINGULAR NOUNS. (a) Add 's to a singular noun not ending in *s*. *man's life* (b) Add 's to a singular noun ending in *s* or an *s*-sound whenever a new syllable is created by pronouncing the possessive. *the boss's plan the actress's costume* (c) Add ' to avoid a repetition of *s*-sound. *for goodness' sake*
13. PLURAL NOUNS. (a) Add ' to plural nouns ending in *s*. *lawyers' briefs* (b) Add 's to other plural nouns ending in *s*. *women's hats children's toys*
14. OFFICIAL NAMES of companies and organizations. (a) Omit the apostrophe in plural proper nouns that are possessive. *Manufacturers Trust Bankers Association* (b) Use the apostrophe in singular proper nouns that are possessive. *Woman's Day Collier's*

## WRITING THE PLURAL NOUN

1. SINGULAR NOUNS usually add *s* to form the plural. *alibi alibis book books letter letters*
2. Singular nouns with certain endings form the plural as follows: (a) *f, fe, or ff* usually add *s*. *belief beliefs safe safes cliff cliffs* NOTE: Some nouns ending in *f* or *fe* form the plural by changing to *v* and adding *es*. *half halves life lives shelf shelves* (b) *o* preceded by a vowel (*a, e, i, o, u*) add *s*. *bamboo bamboos duo duos ratio ratios* (c) *o* preceded by a consonant usually add *es*. *hero heroes potato potatoes veto vetoes* NOTE: Musical terms ending in *o* add *s* (*piano pianos solo solos alto altos*). Some nouns ending in *o* preceded by a consonant add *s* (*tobacco tobaccos photo photos*); other nouns may add *e* or *es* though *es* is the preferred form (*cargo cargoes cargoes buffalo buffaloes buffalos*). (d) *x, ch, sh* add *es*. *glass glasses box boxes birch birches dish dishes* NOTE: When the final *s* is silent, the singular and plural are identical in spelling. *a corps several*

corps (a) y preceded by a vowel add s. *donkey donkeys money moneys* NOTE: The irregular plural "monies" is correct in the sense of sums of money. (f) y preceded by a consonant change y to i and add es. *company companies ecstasy ecstasies* NOTE: Since u sometimes serves as the consonant w, the rule applies to nouns ending in *quy*. *colloquy colloquies*

3. PROPER NOUNS ENDING IN S, X, Z, CH, SH add es. *Hayes (all the) Hayeses Murch Murches*

4. PROPER NOUNS ENDING IN Y PRECEDED BY A VOWEL OR CONSONANT add s. *Shirley (all the) Shirleys Whitney Whitneys Kennedy Kennedys*

5. IRREGULAR PLURALS are usually formed by a vowel change inside the word. *man men mouse mice foot feet* NOTE: Certain irregular plurals are formed by adding *en*. *ox oxen child children*

6. HYPHENATED COMPOUNDS add the proper plural form to the main part of the word. *son-in-law sons-in-law Secretary-General Secretaries-General* NOTE: The plural form is added to the end of a solid compound noun. *glassful glassfuls*

7. A hyphenated compound formed of a noun and a preposition adds the plural ending to the noun. *passer-by passers-by runner-up runners-up*

8. A hyphenated compound adds the plural form to the final word when neither part of the compound is a noun. *lean-to lean-tos run-on run-ons fill-in fill-ins*

9. ABBREVIATIONS, FIGURES, LETTERS, SIGNS, AND WORDS OUT OF CONTEXT form their plurals by adding a *chap*. *chaps. bs. bxs.* NOTE: Sometimes 's is added though there is a growing tendency to omit the apostrophe (*s's* the three R's G I's). The singular and plural abbreviations may be identical (*mo. = month and months; in. = inch and inches*). Some one-letter abbreviations form the plural by doubling the letter (*p. page pp. pages*).

10. EXCEPTIONS. Certain nouns ending in s are singular only. *economics ethics mathematics news* Certain nouns are plural only. *auspices goods headquarters proceeds scissors* Certain nouns may be both singular and plural. *deer politics sheep trout wheat* Certain nouns have two plurals with different meanings. *clothes clothes fish fishes*

11. COLLECTIVE NOUNS are singular when the group is considered as a body but plural when the members are thought of individually. *The staff is asked to consider the suggestion. The staff are leaving.*

12. FOREIGN PLURALS. NOTE: Some foreign nouns have English plural forms; these should be used in preference to the foreign plurals. Foreign singular nouns form the plural by making the following changes or additions. (a) s to es *alumnae alumnae formulae formulae* (Eng. plural: formulas) (b) *ovus plus x bureau bureaux* (Eng. plural: bureaus) *chateau chateaux* (c) *is to es basis bases crisis crises thesis theses* (d) *on to a criterion criteria* (Eng. plural: criterions) *phenomenon phenomena* (e) *um to a bacterium bacteria datum data memorandum memoranda* (Eng. plural: memorandums) (f) *us to i alumnus alumni syllabus syllabi terminus termini* (Eng. plural: terminuses) (g) *x to ces appendix appendices* (Eng. plural: appendices)

13. PLURAL OF TITLES. *Mr. Chase Messrs. Chase Dr. Rand Drs. Rand Mrs. Grant Mrs. Grants Miss Grant Misses Grant (or) Miss Grants Messdames Bliss, Hunt, and Lary Messrs. Gray and Hill*

#### WRITING NUMBERS

1. AT THE BEGINNING OF A SENTENCE. Spell out a number beginning a sentence even though figures may be required later in the sentence. *Two of the newspapers are raising their price from 5 to 7 cents.* NOTE: Reconstruct the sentence when the spelled-out number totals three or more words. *There were 187 orders filled.* NOT: *One hundred eighty-seven*

2. AGES. Use figures only when age is stated in years, months, and days. *The baby is 2 years 8 months 20 days old. Her mother is twenty-four years old. They live in a one-hundred-fifty-year-old house.*

3. BALLOTTING. Use figures. *73 for; 42 against*

4. COMPOUND ADJECTIVE. Use a hyphen to join a compound adjective having a figure. *There is a 10-minute break between periods.* NOTE: An "of" phrase makes a hyphen unnecessary. *There is a break of 10 minutes between periods.*

5. DATES. (a) Spell out numbers and decades and centuries. *the twentieth century the roaring twenties* (b) Spell out dates in legal documents. *the sixteenth day of June, one thousand nine hundred and fifty-three* (c) Use figures in letters. *On October 7, 1954, the project will begin. We thank you for your order of June 19.* NOTE: Omit *th, at, rd, nd* after the day of the month when the year is given and when the month and day stand alone. *the tenth of the month your letter of the 10th* (d) Spell out years ordinarily in the informal and non-legal style. *the sixteenth of June, nineteen hundred and fifty-three*

6. DECIMALS AND PERCENTAGES. Use figures for writing decimals and percentages. *36.57 .05 He invested 15 per cent of his salary in bonds.* NOTE: Spell out percentages at the beginning of a sentence. *Fifteen per cent is being invested.* NOTE: A cipher placed before a decimal fraction gives emphasis to the fraction (0.75); a cipher placed after, shows that the sum has been carried to three decimal points (.750).

7. EXACT NUMBERS. (a) Spell out numbers under ten. *We packed six crates this morning.* (b) Use figures in business writing for numbers above ten. *He obtained 64 orders.* NOTE: In other writing, numbers under 100 are usually spelled out unless they appear in

connected groups. *There were 10, 5, and 15 present at each of the meetings, respectively.* (c) Write large even numbers in business letters and reports as follows: *5 million dollars (or: \$5 million).*

8. FOUR OR MORE DIGITS. Use figures and commas to show uneven thousands, millions, and billions. *120,355 \$2,555.65 3,507,085*

9. FRACTIONS. Spell out simple fractions independent of whole numbers. *one third of the electorate* Use figures for complex fractions. *27/64ths 1 3/4*

10. JXTAPOSED NUMBERS not closely related. Use figures if the second number can not be spelled out in one or two words. *In 1953, 120 men joined the company. In 1952, seventy men joined us.*

11. MEASUREMENTS. Use figures for capacities (75 volts), degrees (45° F. 40° C.), dimensions (9 by 12 feet or 9 x 12), distances (73 miles), measures (3 quarts), sizes (size 14), stock quotations (68—), weights (20 pounds). NOTE: As quantity is a unit, a comma is not used to separate the elements. *It is 2 feet 7 inches.*

12. MILITARY GROUPS, POLITICAL DIVISIONS, SESSIONS OF CONGRESS. Spell out all numbers that refer to such groups. *the twenty-sixth division Ward One the Fourth Congressional District the Eighty-second Congress*

13. MONEY. (a) Use figures for definite sums of money. *\$10 10 cents* (b) In a business letter, omit decimal points and ciphers in even amounts of dollars. *We have your check for \$150 which we are crediting to your account.* (c) Spell out indefinite sums of money. *He earned a little over a hundred dollars.* (d) The dollar sign should be placed before each amount in a series of dollar amounts. *Price of cars range from \$2,000—\$3,200* (e) Spell out the word *cents* for amounts under one dollar. *The ticket costs 75 cents.*

14. ORDINALS. Spell out ordinals except with the "of" phrase in dates. *He is the second speaker on the program. I have your letter of the 3rd.*

15. PAGE NUMBERS. The word *page* is not capitalized nor preceded by the abbreviation *No.* *page 63*

16. PROPORTIONS AND RATIOS. Use figures. *a ratio of 3 to 1 (3:1) 20-20 vision*

17. REFERENCES. In footnotes and bibliographical matter, use an abbreviation for a part that precedes a number. *Chap. V p. 22*

#### ROMAN NUMERALS

1	I	20	XX	90	XC	900	CM	5000	V
5	V	40	XL	100	C	1000	M		
9	IX	50	L	500	D	2000	MM		
10	X	60	LX	600	DC	4000	MV		

#### 1953 MCMLIII

19. ROUND NUMBERS. Spell out. *about one thousand five hundred and twenty dollars Nearly ninety trees were cut down.*

20. STREET AND HOUSE NUMBERS. (a) Spell out numbers that name streets and avenues. *Thirty-fourth Street Fifth Avenue* NOTE: Use figures when the name of the street represents three or more digits. *West 116 Street* (b) Spell out one when it numbers houses and buildings. *One Hudson Avenue*

21. TELEPHONE NUMBERS and travel directions. Use figures. *Bryant 4-6500 Route 35 Track 3*

22. TIME. (a) Spell out the hour when the word *o'clock* is given. *Your appointment is for four o'clock.* (b) Use figures with a.m. or A.M., p.m. or P.M. *The class begins at 8:30 a.m.* NOTE: Use two ciphers only when an even hour and one having minutes are given in a single sentence. *I will arrive at 9 a.m. (or) at nine in the morning. I will be in my office from 8:30 to 9:00 a.m.* (c) Spell out numbers indicating periods of time. *He lived in Wichita for twelve years.* (d) Use figures for academic years. *the class of '54*

#### USING THE HYPHEN

##### Compound numbers

1. Between compound numbers (from twenty-one to ninety-nine) and fractions used as adjectives. *two hundred fifty-five two and one-half quarts* NOTE: When the fraction is not a single adjective, the hyphen is unnecessary. *He is asking one half of the group to return.*

##### Compound adjectives

2. Between two words forming a single adjective. *a first-class performance a silver-plated spoon a well-known story* NOTE: Do not use a hyphen when the adjective follows the modified noun (*He is a man well known for his honesty.*); when two independent adjectives precede a noun (*She wore an old red coat.*); when an adverb modifies an adjective (*She is a highly recommended nurse.*); when one of the words is a compound modifier ending in "er" or "est" (*a low-priced lot a lower priced lot*); when the compound modifier is a two-word proper noun (*a South American nation a Pulitzer Prize winner*); when one word in a compound modifier has an apostrophe (*the second semester's project*); when a foreign phrase precedes the modified noun (*an a priori statement*).

3. Between three or more words that form a compound adjective. *one-act-play contest once-a-year sale up-to-date inventory ship-to-shore movement*

##### Hyphenated series

4. After each element in a series of hyphenated words with a single base word. *Will they erect a three-, four-, or five-story building? the hard-and soft-cover editions of the novel*

##### Compound verbs

5. Between compound verbs. *The suit will be dry-cleaned.*

##### Compound adverbs

6. Between compound adverbs. *She replied half-heartedly.*

#### Compound nouns

7. Between certain compound nouns. *will-power sea-level story-teller trade-mark end-product*

8. With nouns compounded with *mother, father, brother, sister, fellow, etc.* *mother-love fellow-man* NOTE: *motherhood and fellowship*

9. For nouns compounded of a verb and a noun or of a verb and a verb. *do-nothing make-believe*

#### Verb compounds

10. Between a present participle and a preposition used as a verb. *The tractor was leveling-off the ground.*

#### Participle compounds

11. When an adjective or noun is combined with a present or past participle. *foreign-spending word-ending native-grown*

#### "Self" compounds

12. In most compounds with the word *self*. *self-interest self-preservation self-taught* NOTE: Do not use the hyphen in *selfless or selfsame* or in the reflexive and intensive pronouns (*myself, himself, themselves, etc.*).

#### Prepositional compounds

13. In compounds that have a prepositional phrase. *mother-of-pearl out-of-town visitors*

#### Compound titles, names

14. To separate compound names or titles. *Secretary-Treasurer Smith Henri-Marie-Raymond de Toulouse-Lautrec-Monfa* Prefix "re-

15. Between the prefix *re* when it means *again* and the verb. *Re-form the troops!* NOTE: *He'll reform.*

#### Prefixes

16. With prefixes ending in the same vowel that begins the root if the dieresis is not used.

*co-operate cooperate co-owner pre-election*

17. When a prefix is added to a word that begins with a capital letter. *un-American mid-Pacific pro-Ally*

18. In titles formed with *ex, elect, and vice*. *ex-Mayor Senator-elect Vice-President Baker*

#### "non-" compounds

19. In many words formed with *non*. *non-contagious non-co-operative non-pros* NOTE: There are many exceptions. *nonessential nonconformist nonplus*

#### Letter-word compounds

20. To join a letter to a number or a word to form an adjective, or a number to a letter to form a noun. *A-1 condition T-shaped bone 3-D*

#### Number-quantity compounds

21. In tabulated lists to link the number with the quantity. *Seven 5-gal. cans Barry House Paint*

#### Noun compounds

22. Between certain root words and a suffix to form nouns. *play-off drive-in shake-up*

#### Adjectival compounds

23. Between compound nouns and verbs used as adjectives. *a father-son banquet the would-be equestrian a wait-and-see policy*

#### "cross-" compounds

24. In some words formed with *cross*. *cross-question cross-purpose cross-town* NOTE: *crosswise cross reference*

#### Civil and military titles

25. Most civil, military, and naval titles of more than one word are not hyphenated when the title indicates one office. *Secretary of Defense General of the Army Lieutenant Commander General Manager*

#### SPELLING RULES

##### 1. DOUBLING A FINAL CONSONANT

(a) Words of one syllable are doubled when they end with a single consonant (run) preceded by a single vowel (rum) and followed by a suffix that begins with a vowel (running). EXCEPTIONS: *gas gaseous lax lazily*

(b) Words of two or more syllables with the accent on the final syllable of the root word are doubled when they end with a single consonant (refer) preceded by a single vowel (refer) and followed by a suffix that begins with a vowel (referred). NOTE: When the accent shifts to first syllable (reference), final consonant of root word is not doubled. EXCEPTION: *excellence excellent*

##### 2. KEEPING FINAL CONSONANTS

(a) Words that end with double consonants usually keep both letters before a suffix. *enroll enrolled install installing* (b) Words that end in *l* keep the letter before *ly*. *accidental accidentally* (c) Words that end in *n* keep the letter before *ness*. *thin thinness stern sternness*

3. IDENTICAL LETTERS JOINING PREFIXES AND ROOT WORDS When the same consonant ends the prefix and begins the root word, both letters are kept. *misspell*

##### 4. FINAL SILENT e

(a) Words that end with a silent *e* usually drop the *e* before a suffix that begins with a vowel. *come coming* (b) The *e* is usually kept before a suffix that begins with a consonant. *hope hopeful* EXCEPTIONS: *judgment ninth truly wholly* (c) Final silent *e* preceded by either *c* or *g* is kept before a suffix beginning with *a* or *o*. *notice noticeable courage courageous*

##### 5. FINAL y

(a) Words that end in *y* preceded by a consonant usually change the *y* to *i* before a suffix. *hearty heartily* (b) Words that end in *y* preceded by a vowel usually keep the *y* before a suffix. *away awayed* EXCEPTIONS: *say said pay paid*

##### 6. Ei and ie

(a) Usually *i* follows *l* and *e* follows *c* (like: police). *believe relieve deceive conceive* (b) Usually *i* precedes *e*. *brief chief field fierce yield* (c) Usually *e* precedes *i* after *c* and when pronounced like long *a*. *ceiling receipt freight heir neighbor their* EXCEPTIONS: *ancient either financier forfeit inveigle leisure seize weird*